



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 21, 2023 at 7:45 AM

The Waupun Community Development Authority will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Virtual: <https://us02web.zoom.us/j/84949639125?pwd=YWt0R0R1Z09wN3E5Q1o0WDFpclhrZz09>

Meeting ID: 849 4963 9125

Passcode: 757382

Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL

CONSIDERATION - ACTION

- [1.](#) Consent Agenda
- [2.](#) Review Outstanding Applications
- [3.](#) Consider Application for 313 E Main Street (Radio Plus / Echos of the Past)
- [4.](#) Consider Application for 25 W Main Street (Advanced College of Cosmetology)

CONSIDERATION - ACTION

- [5.](#) 2024 CDA Grant Program Review
6. IceFest Update
- [7.](#) Creative Economy Summit/Facilitation
8. City Administrator Update

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



CDA Financial Statement

For the Month Ending:

10/31/2023

BUDGET

REVENUE	\$	159,598
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EXPENSE	Budget Amt	YTD Actual	Balance
WAGES	\$ 15,116	\$ (14,656)	\$ 460
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,000	\$ (4,024)	\$ (3,024)
DEBT PAYMENTS	\$ 32,967	\$ (32,895)	\$ 72
PAYOUT FOR 2023 PROJECTS	\$ 28,025	\$ (42,904)	\$ (14,879)
IMPROVEMENT PROJECTS	\$ 40,000	\$ -	\$ 40,000
TARGETED INVESTMENT/STREETSCAPING	\$ 53,971	\$ (3,650)	\$ 50,321
TOTAL EXPENSE	\$ 171,079	\$ (98,129)	\$ 72,950

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ (3,455)
TARGETED INVESTMENTS/STREETCAPING	\$ 11,171
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 49,374
REIMBURSEMENT	\$ 28,403
	\$ 85,493

ANNUAL ACTIVITY	AMOUNT
3/23 WEDC GRANT PAYMENT	\$ 134,200
3/23 GRANT REIMBURSEMENT STONE & SUEDE	\$ (105,797)
	\$ 28,403

GRANTS APPROVED	Funds Disbursement Date	\$	40,000
WEAVING IT UP TO YOU! cancelled		\$	-
WIND & UNWIND	10/31/2023	\$	5,000
BROKEN THREADS		\$	5,000
K'S BOUTIQUE		\$	551
JUDSON'S	10/31/2023	\$	4,742
MAEDOX TAX & ACCOUNTING	10/31/2023	\$	3,163
STATE FARM		\$	5,000
EDWARD JONES		\$	5,000
B&B PLUMBING		\$	5,000
GAPPA PROPERTIES		\$	5,000
KARSTEN REAL ESTATE		\$	5,000
			AVAILABLE IMPROVEMENT PROJECT FUNDS \$ (3,455)

GRANTS - TARGETED INVESTMENTS	Funds Disbursement Date	\$	53,971
GYSBER'S JEWELRY		\$	39,300
MSA EAST PLAZA	2/14/2023	\$	3,500
			AVAILABLE IMPROVEMENT PROJECT FUNDS \$ 11,171

GRANTS - CARRYOVER FUNDS	Funds Disbursement Date	\$	79,374
WEE CARE DAYCARE	10/31/2023	\$	30,000
			AVAILABLE IMPROVEMENT PROJECT FUNDS \$ 49,374



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 17, 2023 at 7:45 AM

Meeting called to order by chairperson Rohn Bishop at 7:45 a.m.

Roll Call taken. Present are Mayor Bishop, Gary DeJager, Sue Vandeberg, Derek Drews, Jill Vanderkin and Bobbi Jo Kunz. Absent and excused is Cassandra VerHage. Also present Administrator Schlieve.

Motion Kunz, second Vandeberg to approve September 19, 2023 Minutes from CDA Meeting. Carried unanimously.

Motion Vandeberg, second Vanderkin to approve September 2023 CDA financials. Carried unanimously.

Motion Vanderkin, second DeJager to adjourn in closed session under Section 19.85 (1) for (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of investing public funds in TID 3 for redevelopment of 514 E Main St.

The Waupun Community Development Authority will reconvene in open session under Section 19.85(2) of the WI Statutes. No action taken from closed session.

Discussion on outstanding applications was had. Schlieve notes that there are two projects that should be discussed. Broken Threads is having a difficulty with their contractor and Schlieve recommends an extension through the end of November. K's Boutique has not completed their work and has been difficult to track down. Motion DeJager, second Greenfield to extend application for Broken Threads through November 30, 2023 and to allow K's Boutique to expire on October 31, 2023. Carried unanimously.

Schlieve presents the 2024 DRAFT CDA Budget. General discussion on the need to move to a revolving loan fund to support the project. Consensus that the CDA should begin to transition programs to revolving loan fund as soon as possible. Schlieve communicates that staff will begin work on methods to structure a loan program and will present to the CDA when ready.

Administrator Schlieve provided an update as follows:

- Envision Greater Fond du Lac Resolution of Support approved last week – importance of regional investment - entrepreneurial support; Chamber stability; workforce; childcare; etc.
- Kick off meeting for food truck alley
- Working with UW Extension on next steps of Design WI process / Secured an UW Madison Student who will be working on design plans for back alleyways / improving walkability of the downtown
- CDA – planning for future sustainability / emphasis on targeted redevelopment / importance of your voice in the process
- Provided an overview of Main Street Housing programs being made available through WHEDA.
- BID is proposing a change to their assessment, moving from \$1.50 to \$1.85 per \$1,000 of assessed value.

Motion Vanderkin, second Vandeberg to adjourn the meeting. Carried unanimously. Meeting adjourned at 8:20 a.m.



AGENDA SUMMARY SHEET

MEETING DATE: November 21, 2023

TITLE: Review Outstanding Applications

AGENDA SECTION: Discussion/Action

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

ISSUE SUMMARY

The following grant applications are outstanding for review.

BROKEN THREADS	\$	5,000
K'S BOUTIQUE	\$	551
STATE FARM	\$	5,000
EDWARD JONES	\$	5,000
B&B PLUMBING	\$	5,000
GAPPA PROPERTIES	\$	5,000
KARSTEN REAL ESTATE	\$	5,000

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION:

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Jeff Collican
Applicant Address: ~~313 East Main~~ 19 Caddie Court
Phone: 920-948-7724 Fax: _____ Email: jcollican@charter.net
Name of Business/Property: Radio Plus / Echoes of the Past
Property Address: 313 East Main
Property Use: Commercial / Retail

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: Jeff Collican
Phone: 920-948-7724 Email: jcollican@charter.net
Property Owner Address 19 Caddie Court Waupun WI 53963
Property Owner Signature: [Signature] Date 10/24/23
Expiration Date of Current Lease Agreement: Jan 1st 2026 Owner Initials JCC

Project Summary: (Provide a brief project summary)

New sign to Paint front of Building
New door - New Ceiling / New flooring
Paint - Additional office space - Room
added for DJ Station / Booth - New lighting
to Reception area - Desk counters - Built in
Estimated Start Date: 9-25-23 Estimated Completion Date: 12-1-23

City Building Inspector Approval: _____ Date: _____

Required Attachments:

- Cost Estimates
- Project plan(s) drawn to ¼-inch scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID's Façade Improvement Grant? Yes No

If yes, BID Meeting Date: _____ BID Grant Awarded: \$ _____

Total Estimated Cost of Application: \$ 17,650

Total CDA Grant Request: \$ 50% (50% of non-BID covered expenses)

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name (print): Jeff S Collins

Applicant Signature: [Signature]

Date: 10-24-23

Submit application and attachments to:
Waupun Community Development Authority - City of Waupun
201 E. Main Street, Waupun WI 53963
Kathy@cityofwaupun.org

City Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

Applicant notified of scheduled CDA meeting by _____ (initials). Date: _____



Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.

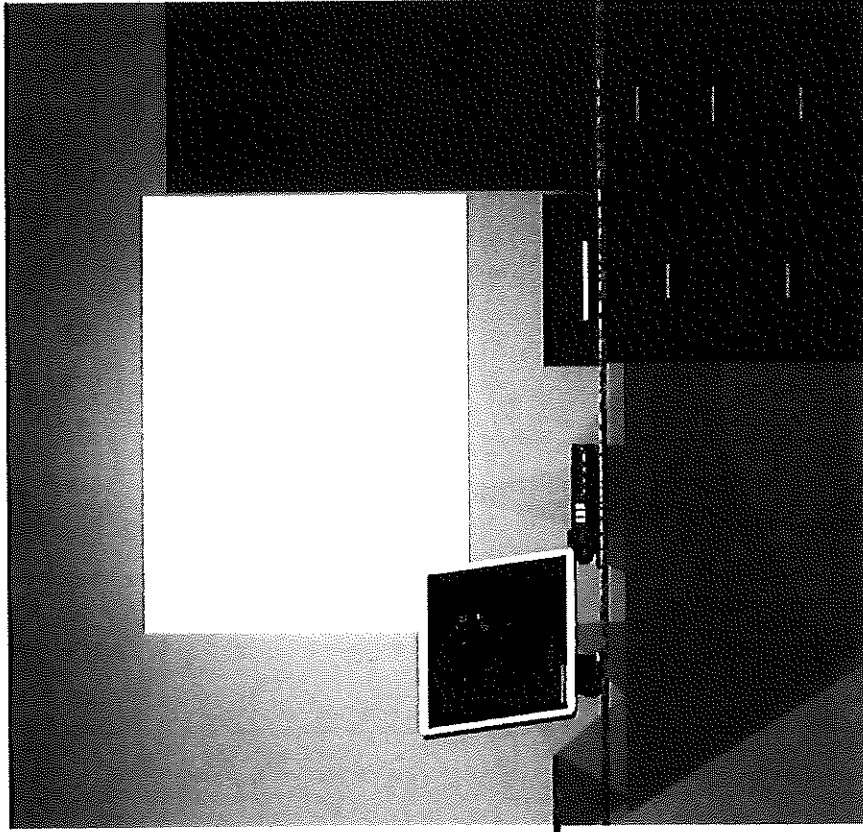
Designed: 9/8/2023
Printed: 9/8/2023

2020

radio station

All

Drawing #: 1



Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.

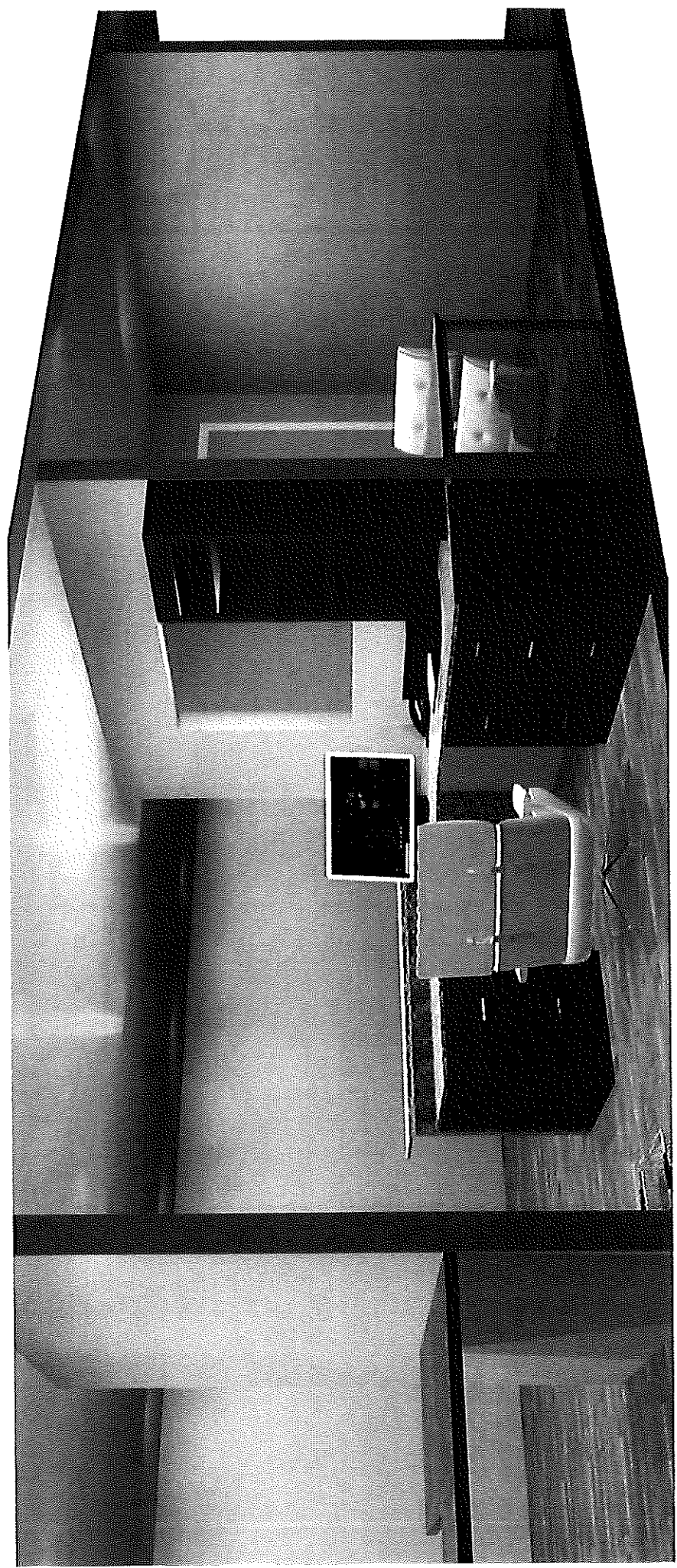
2020

Designed: 9/8/2023
Printed: 9/8/2023

radio station

All

Drawing #: 1



Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.

Designed: 9/8/2023
Printed: 9/8/2023

2020

radio station

All

Drawing #: 1

JC Improvements, LLC

Estimate

For: Nick Rusch
nick@tadioplusinfo.com
(920) 979-0024

Estimate No: 8
Date: 09/12/2023

Description	Quantity	Rate	Amount
Office and reception space addition	1	\$5,200.00	\$5,200.00*
Frame up and finish a 8x10 office and a reception area			
Frame and drywall and paint			
Office space along with reception space			
Electrical and lighting			
Trim and door			
Flooring			
Materials and labor			

Indicates non-taxable item

Subtotal \$5,200.00

Total \$5,200.00

Total \$5,200.00

JC Improvements, LLC

Estimate

For: ABB & J Investments, LLC
jcollien@charter.net
19 Caddie Ct
Waupun, WI, 53963-1283
(920) 948-7724

Estimate No: 9
Date: 11/02/2023

Description	Quantity	Rate	Amount
Restore	1	\$12,450.00	\$12,450.00
Tear out old ceiling and flooring			
Replace with new			
Upgrade lighting, paint and install slat walls along both sides			
Tear out carpet in back and replace, new bathroom fixtures and paint			
Tear out carpet in loft and replace fix stairs add railings			
New light fixtures in bathroom and loft area			
Remove carpet and ceiling 350.00			
Ceiling 1200 square at 4.00 a square total= 4,800			
Floor 1200 square at 3.00 a sq= 3600.00			
Lighting replacement 800.00			
Bathroom 400.00			
Loft and staircase demo and replace = 1500.00			
Paint and supplies 1000.00			
	Subtotal		\$12,450.00
	TAX 0%		\$0.00
	Total		\$12,450.00
Total			\$12,450.00



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ORDER DETAILS

#IN-F-46650

IN PROGRESS

Order Description
Remove Sign and Install EMC

Ordered By
Terry Davis - Radio Plus



Order Total **\$3,290.41**
Amount Paid **\$1,571.95**
Balance **\$1,718.46**

Products

1. Remove Current Sign and Install EMC

Product Status

In Production

Price: 2,965.00 Quantity: 1

Product Summary

- Removing current sign and installing EMC
- Survey to be conducted



This proof is in PDF format, click to view.

This estimate assumes that installation will involve normal access, soil and wall conditions. In the event of sub-surface obstacles or obstructions in or behind walls, the parties agree to adjust the extra installation costs based on Signarama's additional costs. Relocation of underground utilities if encountered or restoration of surrounding landscaped area if disturbed by trucks is not included in this quote. Buyer shall bring feed wires of suitable capacity and approved type to the location of sign prior to installation. Buyer shall provide all necessary reinforcements to the building on which sign is installed.

2. Permit -billed at Cost (City of Waupun)

Product Status

BUILT

Price: 162.33 Quantity: 1

Product Summary

- Permit will be billed at cost

Signarama shall assist Buyer in obtaining all original permits and licenses from public authorities for the installation of the sign. Buyer shall obtain the necessary permits from the owner of the premise and others, exclusive of public authorities, whose permission is requested for installation of the sign and shall be responsible that such permission shall not be revoked. Revocation of any permit required for installation and maintenance of sign shall not relieve buyer from the payment of all sums due in accordance with the terms of the agreement. Buyer agrees to obtain all necessary permission for the use of all registered trademarks or copyrights used on the sign, and agrees to indemnify Signarama against any claims in connection therewith.

 [Upload Files](#)

 [Download Files](#)

 [View / Add Comments](#)

3. Survey/Install W/O

Product Status

In Production

Price: 0.00 Quantity: 1

 [Upload Files](#)

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 [View / Add Comments](#)

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**Waupun Community Development Authority
Downtown Revitalization Grant Application**

Applicant Name: Matthew Hickmann
Applicant Address: 25 W. Main St. Waupun, WI 53983
Phone: (920) 324-3427 Fax: (920) 324-6946 Email: matthew@accsuccess.com
Name of Business/Property: Advanced College of Cosmetology
Property Address: 25 W. Main St. Waupun WI 53983
Property Use: Cosmetology College

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: N/A
Phone: N/A Email: N/A
Property Owner Address N/A
Property Owner Signature: N/A Date N/A
Expiration Date of Current Lease Agreement: N/A Owner Initials N/A

Project Summary: (Provide a brief project summary)

We will be replacing our exterior sign

Estimated Start Date: 12-1-2023 Estimated Completion Date: 12-4-2023

City Building Inspector Approval: _____ Date: _____

Required Attachments:

Cost Estimates

Current photo(s) of property

Project plan(s) drawn to ¼-inch scale, if applicable

Paint color(s) or material sample(s), if applicable

N/A

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID's Façade Improvement Grant? Yes No

If yes, BID Meeting Date: N/A BID Grant Awarded: \$ N/A

Total Estimated Cost of Application: \$ 9,574.13

Total CDA Grant Request: \$ 4,787.65 (50% of non-BID covered expenses)

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name (print): Matthew Hickman

Applicant Signature: 

Date: 11-13-2023

Submit application and attachments to:

Waupun Community Development Authority – City of Waupun

201 E. Main Street, Waupun WI 53963

Kathy@cityofwaupun.org

City Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

Applicant notified of scheduled CDA meeting by _____ (initials). Date: _____



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

PROPOSAL

Proposal #: 31170

Proposal Date: 11/07/23
 Customer #: CRM015865
 Page: 1 of 5

SOLD TO:	JOB LOCATION:
ADVANCED COLLEGE OF COSMETOLOGY 25 WEST MAIN ST WAUPUN WI 53963	ADVANCED COLLEGE OF COSMETOLOGY 25 WEST MAIN ST WAUPUN WI 53963 REQUESTED BY: MATTHEW HICKMANN

Graphic House, Inc. (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	* QUOTE #26937 Routed Aluminum face replacements, (2) 49 1/2" x 72" routed aluminum panels with acrylic push thru copy and vinyl graphics, remove existing faces and dispose of, remove reader board cover, install new faces into existing frame, manufactured and installed.		
1	* QUOTE #26937-PAINT Paint Existing Cabinet, paint 49 1/2" x 72" cabinet moldings and returns, to be done on site with brush and roller, to be done when weather allows, (pole cladding to remain as is), manufactured and installed.		
		SUB TOTAL:	\$9,075.00
* INDICATES TAXABLE ITEM		ESTIMATED SALES TAXES:	\$499.13
		TOTAL PROPOSAL AMOUNT:	\$9,574.13

TERMS: 75.0% DOWN, NET 30 DAYS UPON COMPLETION, 4% CONVENIENCE FEE ON CREDIT CARD PAYMENTS.
 (INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

WHO OWNS PROPERTY THE SIGN WILL BE INSTALLED ON? Owner

PART OF THIS PROPOSAL REQUIRES THE CUSTOMER TO FILL OUT A CREDIT APPLICATION (SEE ATTACHED).

ALL SIGNS ARE WIRED AT 120 VOLTS UNLESS THE CLIENT IDENTIFIES OTHERWISE IN WRITING.

ALL WARRANTIES WILL BE NULL AND VOID IF FINAL INVOICE IS NOT PAID IN FULL WITHIN 45 DAYS FROM INVOICE DATE.

CHECKS RETURNED FOR NON-SUFFICIENT FUNDS WILL BE SUBJECT TO AN ADDITIONAL \$50.00 FEE.

ELECTRICAL TO SIGNAGE IS NOT PART OF THIS QUOTE. FINAL ELECTRICAL HOOK UP IS CLIENTS RESPONSIBILITY. ALL SIGNS WIRED

COMPANY INITIALS CB

CUSTOMER INITIALS [Signature]



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PROPOSAL

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TO UL SPECIFICATIONS, UNLESS OTHERWISE NOTED.

DELIVERY OF SIGNAGE IS BASED ON 8 TO 10 WEEKS FROM CLIENT AUTHORIZATION AND PERMIT APPROVAL. **ADDITIONAL CHARGES WILL APPLY FOR DATE SPECIFIC AND EXPIDITED DELIVERY.** ELECTRONICS WILL REQUIRE ADDITIONAL TIME FOR DELIVERY.

PERMIT TO BE OBTAINED BY: CLIENT GRAPHIC HOUSE, INC.

IF PERMIT IS TO BE OBTAINED BY GRAPHIC HOUSE, INC., ADDITIONAL FEES WILL APPLY.

NOTE: This proposal may be withdrawn by Graphic House, Inc. if not accepted within 30 days.

TERMS AND CONDITIONS

Client is responsible for flagging of property owner’s utilities, such as, but not limited to: sprinkling/watering systems, parking lot lighting, landscaping lighting, storm/sanitary sewers, or any other utility that the customer may have buried, etc.

All in-ground bases are engineered for standard soil conditions. Non-standard conditions, such as: sandy soil, clay soil, rocky terrain, water, etc. which require additional concrete, labor, forming, etc. will be at an additional time and materials charge.

Client is responsible for providing access to the JOB site. THERE HAS BEEN NO ALLOWANCE FOR REPAIRS OR BUILDING OF ACCESS TO PERFORM THE DUTIES DESCRIBED IN THE BID DOCUMENTS. ANY ADDITIONAL TIME OR MATERIALS NEEDED TO ACCESS THE JOB SITE OR CREATE A WORK AREA AT THE JOB SITE SO WE ARE ABLE TO PERFORM OUR SCOPE OF WORK, IS THE SOLE RESPONSIBILITY OF THE OWNER. WE ALSO HAVE NO RESPONSIBILITY TO ANY REPAIRS TO JOB SITE OR ACCESS TO JOB SITE BECAUSE OF DAMAGE WE MAY HAVE INCURRED COMPLETING OUR SCOPE OF WORK.

Client has identified the location in which the signage is to be installed. Client is responsible to have existing signage meet all state and local codes, and additional work to bring existing signage to code will be billed at time and materials. The client has the sole responsibility for the structural integrity of all existing structures to support the signage. Graphic House, Inc. is not responsible for any damage that may occur to sign installation areas such as (landscape, blacktop, etc. or otherwise). Graphic House, Inc. will not be responsible in any way for penetrations through roof membranes or wall materials or for any leakage or water damage resulting from any penetrations.

Graphic House, Inc. hereby warrants the sign display against defective workmanship in construction and assembly for one (1) year from the date of the invoice. Faux Corten has a warranty of two (2) years for finish deterioration. No other warranties will apply. All labor for repair of electronic message centers or time and temperature units are covered under warranty for one (1) year from date of installation. All components/parts for electronic message centers or time and temperature units are covered under warranty as outlined by manufacturer. Graphic House, Inc. does not warranty flags. No other warranties or guarantees are expressed or implied, either written or verbal. All warranties will be null and void if anyone other than Graphic House, Inc. services or maintains the signage specified on this proposal, or if the final invoice for this proposal is not paid in full within 45 days of the final invoice date.

Our warranty, and warranties by stand-alone subassemblies manufactured by other companies, are based solely on the client’s responsibility to properly maintain, service and clean these sign components at no longer than each six-month interval. This warranty does not apply to vandalism, misuse, acts of God, and war.

Any deviation from prints or altered foundations will weaken the structure to the point that it may fail. This structure is engineered to hold only the signage specified. Do not add additional signage to the structure.

COMPANY INITIALS

CUSTOMER INITIALS



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PROPOSAL

Proposal #: 31170

Proposal Date: 11/07/23
Customer #: CRM015865
Page: 3 of 5

Any changes in the plans or specifications from the date this proposal and prints are approved and authorized will result in an administrative fee of \$400 per change plus the cost of the change. Any changes or extras may extend the time to complete the manufacturing and/or services specified.

Any alteration or deviation from the above specifications involving extra costs will be executed and will become an extra charge over and above the estimate, together with the terms and conditions set forth in the attached addendum which is incorporated herein in its entirety. All agreements contingent upon strikes, accidents or delays beyond our control.

As required by the Wisconsin construction lien law, Graphic House, Inc. hereby notifies the owner that the person or companies furnishing labor or materials for the construction on the owner's land, may have lien rights on the owner's land and building for unpaid costs. Those entitled to these lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give the owner notice within sixty days after they first furnish labor or materials for the construction. Accordingly, the owner will probably receive notice from those who furnish labor or materials for the construction and should give a copy of each notice received to the mortgage lender, if any. The contractor agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are fully paid.

If collection action is required to collect a past due account, client agrees to pay the invoiced amount due, together with interest at the contract rate of 1.5% per month (18% annual), and costs of collection, including all attorney's fees incurred by Graphic House, Inc. in exercising its rights or remedies hereunder or enforcing any of the terms and conditions in this proposal. It is agreed that all legal disputes of any nature will be litigated in Marathon County, Wisconsin.

Graphic House, Inc. makes no representations and assumes no responsibility for compliance of signage with Federal, State or local signage regulations or ordinances, except as such requirements are specifically set forth in any permit issued for the signage. Client is solely responsible for determining the size, location and character of signage to Client's satisfaction and as permitted under applicable regulations and ordinances. A manufacturer's label will be affixed to the signage at the discretion of Graphic House, Inc.

This proposal will be a binding contract upon written authorization by Client and written acceptance by Graphic House, Inc. and supersedes all prior negotiations and discussions, oral or written, between the parties. It also grants Graphic House, Inc. consent to use client name and signage for all media and marketing purposes.

THIS PROPOSAL SHALL NOT OBLIGATE GRAPHIC HOUSE, INC. IN ANY WAY UNTIL IT IS ACCEPTED AND SIGNED BY THE V. P. OF SALES OF GRAPHIC HOUSE, INC.; ONCE ACCEPTED AND SIGNED THIS PROPOSAL WILL EXPIRE AFTER 60 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: *Lea Bellin*

DATE: 11-13-23

ACCEPTED BY: *Matthew Hillmann*

TITLE: Vice President

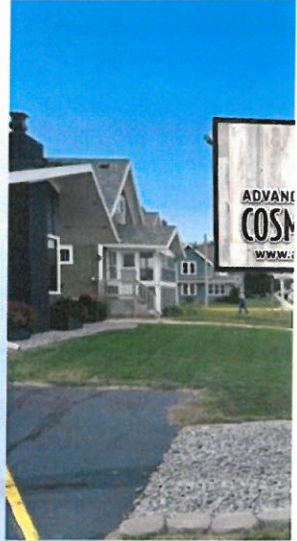
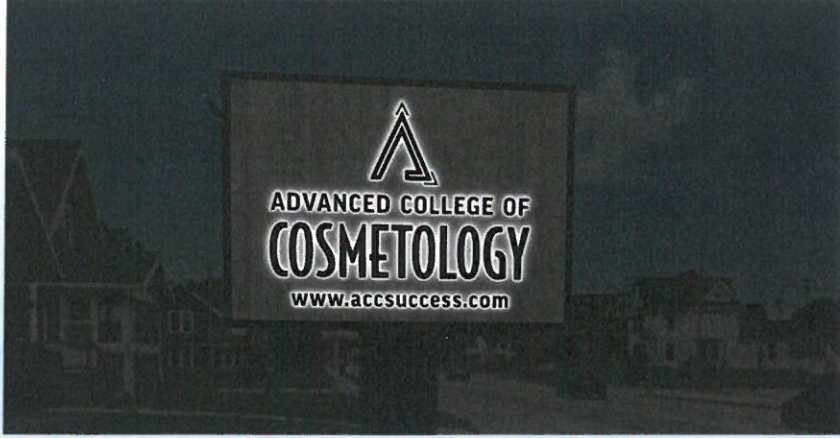
SIGNATURE: *[Signature]*

DATE: 11-13-23

COMPANY INITIALS LB

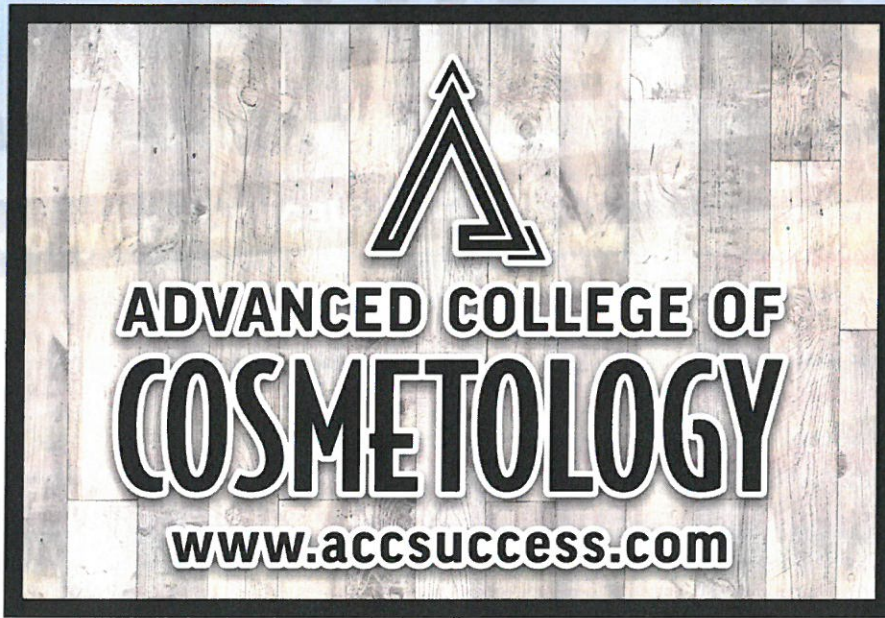
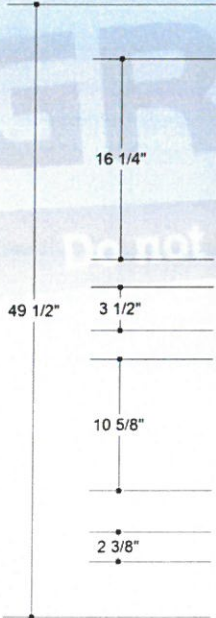
CUSTOMER INITIALS *[Signature]*

APPROX. NIGHT VIEW



FACE REPLACEMENTS FOR D/F LIT SIGN

72"



EXISTING SIGN



RELEASED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

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RELEASE AUTH:

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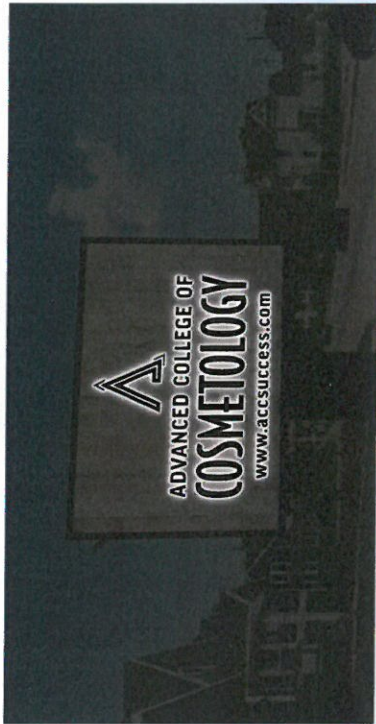
810 International Dr.
Rausa, WI 54481
715-542-8402
www.graphichouse.com

CLIENT
ADVANCED COLLEGE OF COSMETOLOGY
25 W MAIN ST
WAUPUN, WI

SALES REP LEA B	DATE 9-19-2023	QUOTE NUMBER 26937	JOB NUMBER XXX
SALES MGR	DESIGNER XY	PRODUCER NH	REVISION NH 10-25-2023-B

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APPROX. NIGHT VIEW



EXISTING SIGN TO BE UPDATED



72"

(2) FACE REPLACEMENTS FOR D/F LIT SIGN



FACE REPLACEMENTS

FLY ALONE FACE REPLACEMENT
PRINTED VINYL BACKGROUND W/ GLOSS LAMINATE APPLIED TO FACE
ROUTED LOGO GRAPHIC BACKED W/ 3/4" CLEAR ACRYLIC (1/2" PUSH-THRU). BLACK VINYL ON FACE OF PUSH-THRU

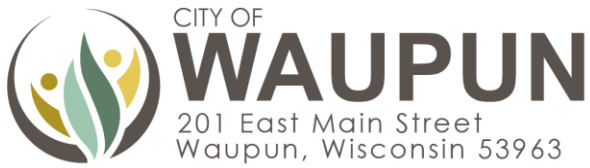
	P1 - White
	DP1 - Printed wood background
	Lit White
	V1 - 3630-22 Black Vinyl

CLIENT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

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RELEASE DATE

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Waupun Community Development Authority Downtown Revitalization Grant

PURPOSE

- Stimulate private investment in high-quality building facade improvements that contribute to the overall strength of downtown as a shopping and dining destination
- Grow the tax base within Tax Increment District 3
- Attract and retain more small retail, restaurant, high density office, and destination locations to our downtown

The Downtown Revitalization Grant Program is available to property owners and businesses within the City of Waupun's Tax Increment District 3 (TID 3). As a matching grant program, the CDA will reimburse the grantee for up to 50% of expenses, with a maximum award of \$5,000. Additional grant funding equal to 5% of grant amount will be provided if a local registered contractor is used. The CDA reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. The Downtown Revitalization Grant Program may be used in conjunction with the Business Improvement District's Façade Improvement Program.

APPLICANT ELIGIBILITY

- The property must be located within TID 3 boundaries, see attached map
- Property owners and tenants are eligible to apply; joint applications are encouraged
- Tenants must have a minimum of 1 year remaining on current lease from the date of application
- Properties zoned residential are not eligible
- Tax exempt properties are not eligible
- Properties will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent
- Applicants located within the Business Improvement District (BID) must first apply to the BID through their Façade Improvement Program. If a BID grant is awarded, the CDA will consider the portion of the application not covered by the BID award. In this case the CDA would reimburse the grantee for up to 50% of the remaining expenses, with a maximum award of \$5,000.

ELIGIBLE IMPROVEMENTS

Improvements shall be visible from the exterior of the building, must comply with all building and zoning requirements, and must be in conformance with the Central Business District Design Guidelines (Waupun Municipal Code Chapter 25, attached). Special consideration will be given to projects that have the ability to generate significant tax increment.

Eligible improvements include but are not limited to:

- Façade Renovations
- Painting, tuck-pointing, masonry repairs
- Signage

- Doors
- Windows
- Awnings
- Deck Construction or Repair
- Outdoor Seating
- Exterior Lighting
- Labor for eligible improvements provided by a hired contractor
- Other activities designated by the CDA

INELIGIBLE IMPROVEMENTS

- General Maintenance
- Interior Improvements **Exceptions will be granted for projects that have the ability to generate significant tax increment*
- Parking Lot Construction or Repair
- Roof Repairs
- Landscaping
- Property acquisition
- Any improvements completed prior to receiving grant approval

APPLICATION SUBMITTAL AND REVIEW PROCESS

- a. Applications are distributed and collected by the CDA.
- b. Prior to submission, applicants must receive project approval by the Building Inspector.
- c. Prior to submission, applicants must obtain Cost Estimates*, Property Photos, a Project Plan drawn to ¼" scale, and Paint/Material Samples. **Program funds come from local tax revenues to support local projects. Although not required, it is appreciated if applicants consider obtaining bids from local contractors in preparing their application.*
- d. Completed applications are reviewed on an as needed basis by the CDA, which has discretion over the program. Applicants must attend the scheduled CDA meeting.
- e. Notification of approval/denial will be provided to the applicant by the CDA within 7 days of the scheduled CDA meeting. Note that the project must be approved prior to any of the work taking place.
- f. Changes to an approved project must be reviewed and approved by the City Administrator. Additional approval by the CDA may be deemed necessary. Failure to obtain approval may result in reduction of award amount or grant forfeiture.

PROJECT COMPLETION AND REIMBURSEMENT

- a. Upon project completion, grantee must submit copies of paid invoices to CDA for reimbursement.
- b. Only approved eligible expenses will be considered for reimbursement.
- c. The Grant award amount is not a guaranteed payment amount. Final grant payout is based on project costs reflected in actual paid invoices submitted for reimbursement.
- d. Payout will not exceed the maximum grant amount approved by the CDA. If total project costs are less than estimated, the grant reimbursement will be pro-rated in accordance with grant guidelines.
- e. Projects must be completed within 6 months of grant approval unless otherwise approved by the CDA.
- f. Projects not completed by the deadline will be considered closed due to incompleteness and grant will be forfeited.
- g. Once grant payout is made, the application will be considered closed and no additional expenses will be allowable.

**Waupun Community Development Authority
Downtown Revitalization Grant Application**

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: _____

Phone: _____ Email: _____

Property Owner Address _____

Property Owner Signature: _____ Date _____

Expiration Date of Current Lease Agreement: _____ Owner Initials _____

Project Summary: (Provide a brief project summary)

Estimated Start Date: _____ **Estimated Completion Date:** _____

City Building Inspector Approval: _____ **Date:** _____

Required Attachments:

- Cost Estimates
- Project plan(s) drawn to ¼-inch scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID’s Façade Improvement Grant? Yes No

If yes, BID Meeting Date: _____ BID Grant Awarded: \$ _____

Total Estimated Cost of Application: \$ _____

Total CDA Grant Request: \$ _____ *(50% of non-BID covered expenses)*

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____

Submit application and attachments to:
 Waupun Community Development Authority – City of Waupun
 201 E. Main Street, Waupun WI 53963
Kathy@cityofwaupun.org

City Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

Applicant notified of scheduled CDA meeting by _____ (initials). Date: _____



AGENDA SUMMARY SHEET

MEETING DATE: November 21, 2023

TITLE: Creative Economy Summit/Facilitation

AGENDA SECTION: Discussion/Action

PRESENTER: Kathy Schlieve, Administrator

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

ISSUE SUMMARY

What is the creative economy?

The term creative economy was popularized by John Howkins in *Creative Economy: How People Make Money From Ideas*. Howkins called it a new way of thinking and doing that revitalizes manufacturing, services, retailing, and entertainment industries with a focus on individual talent or skill, and art, culture, design, and innovation. Other definitions:

- “The creative economy is a powerful engine of growth and community vitality. Together, artists, cultural nonprofits, and creative businesses produce and distribute cultural goods and services that generate jobs, revenue, and quality of life. A thriving cultural sector leads to thriving communities.” - [New England Foundation for the Arts](#)
- “The creative economy involves both individuals and entities who engage in activities that add value to society in one or more ways through the provision of goods and/or services that are inextricably linked to human creativity manifesting itself in one or more dimensions throughout the process of ideation, creation, production, distribution, and use.” - [Creative Economy Coalition – America’s Creative Economy report](#)
- “The creative industries enrich people’s lives; they shape the distinctive features of different societies as well as providing the means by which cultures and communities communicate with each other.” - [British Council](#)

Why advocate for the creative economy?

1. Creativity, innovation, imagination, and entrepreneurship are the attributes needed to move our economy, educational systems, and civic infrastructure forward as well as to enliven and diversify our communities.
2. Don’t assume decision-makers already know about and support investment in the creative economy. If you are a passionate, knowledgeable expert on the subject, who better to express the public value of creativity locally and globally?
3. If you’ve received funding from a public agency on any level, OR if you haven’t received funding but you think that you should have, tell elected representatives that investment in creativity is the key to economic, educational and civic success.
4. The more voices the better - that’s the #1 rule of advocacy.
5. Your involvement and leadership will help get others involved. You cannot expect others to be tenacious and committed if you are not tenacious and committed.

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION:

WAUPUN CREATIVE ECONOMY SUMMIT

Hosted by [hosts]

Date | location

Bringing together community members together to discuss collaborations, policies, and programs that move Waupun forward as a creative place to live, work and play. This is the touchpoint for an ongoing, collaborative placemaking and placekeeping process involving everyone who cares about the future of the region, including creative workers and businesses, community and business organizations and partners, and elected officials and civic leaders.

Description: A meeting of creative idea-sharing and networking, to launch planning in and for Waupun.

Purpose:

- Bring together people in the Waupun community who are involved in creative placemaking, community engagement, economic and workforce development
- Discuss the role of the arts and creativity and integration in economic vitality, sense of place, workforce development, and civic infrastructure
- Assess current creative assets - people, organizations, businesses, and communities - in the Wausau area.
- Discuss opportunities for further development of the creative economy in Waupun and beyond.

Outcomes:

- Activating Waupun's discussion and action about the arts, culture, and creativity as essential to economic growth, education for the 21st century, vibrant communities, and engaged residents
- Education and info sharing about initiatives current and potential
- A list of potential programs and projects
- Action steps to grow opportunities for all.

Invitees:

- Local elected officials
- Community group representatives
- Community Foundation representations
- Tribal representatives
- Tourism representatives
- Chambers of Commerce
- Technical college leaders
- K-12 educators
- Independent artists and entrepreneurs

- For profit and nonprofit arts and civic businesses
- Major employers and orgs of influence
- Downtown businesses
- Service clubs (Rotary, Lions, etc.)

Draft agenda:

Agenda (for a morning meeting - can be adapted for afternoon meeting):

- 9 am - registration, coffee, and networking
- 10 am - Welcome - introductions of local official(s) and all attendees
- 11 am - *Creative Opportunities and Resources for the region* - representatives from Create Wisconsin, WEDC, Tourism, USDA Rural Developments, local and regional development orgs (to be determined)
- 11:30 am - planning discussion on Waupun's creative assets, challenges, opportunities and actions, facilitated by Create Wisconsin. Participants will meet in small groups to discuss the possibilities for the creative economy and the community, interwoven with the issues facing community and its residents. Groups will discuss:
 - Assets: what are some of the great things, big and small, going on arts and creativity-wise in Waupun? Please think of at least five, but the list is endless.
 - Opportunities: what are at least three things that can be done - individually and/or collectively - to encourage creative development and investment? Again, feel free to list as many as you can generate.
 - Infrastructure: what resources do we have here to make things happen - what do we need?
 - Actions: How are you involved - or how do you want to be involved - in making things happen? What groups are - or should be - involved in addressing creative sector growth, investment, and access? Who's not in the room today and should be involved/included?
- 12:30 pm - groups will report out, ask questions, discuss, next steps
- 1 pm - lunch (optional)

Resources:

- Create Wisconsin www.createwisconsin.org
- WEDC Office of Rural Prosperity www.ruralwi.com
- Wisconsin Department of Tourism www.travelwisconsin.com
- National Governors Association - Rural Arts and Prosperity Guide www.nga.org/ruralarts/
- USDA Rural Development - www.usda.gov